



Department of the Army Mass Transportation Benefit Program (MTBP) Outside the National Capital Region (NCR)

Starting a Program at Your Location



- **This guide is to assist interested DA employees with implementing the MTBP at your installation.**
 - **Installation eligibility requirements**
 - **Starting a program**
 - **Only one employee at an installation**
 - **Other questions**



- **What are the installation eligibility requirements for starting a program?**
 - **Any Army installation is eligible to implement the Mass Transportation Benefit Program for its employees.**
 - **Army eligible employees on installations owned by other Services or Federal agencies may take steps to implement a program for their employees at that location, or to participate in a program at an installation in their vicinity.**
 - **There is no requirement for a minimum or maximum number of program participants at any given installation. Some installations have only one participant, while others have hundreds.**



- **What are the steps for starting a program?**
 - **The installation must first select a primary and alternate Point of Contact (POC) to oversee the program.**
 - **There is no restriction on who may be assigned as a Program POC. The POC may be a military or civilian member, serving in any capacity on the installation.**
 - **There is no restriction on the number of POCs that may be assigned at any installation. For installations with a large number of participants, it may be necessary to assign more than one POC to oversee the program, or to have one overall POC with several subordinate POCs assisting with program management.**
 - **The primary and alternate POCs are to complete the “POC Registration Information” form and send it via email to the DOT TASC Army account manager and the HQDA Program**

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- **The installation POC must have interested employees fill out the “Mass Transportation Benefit Program Application” to enroll in the program.**
- **For installations using the DOT fare media distribution process, the POC will review and approve the applications and submit the information to DOT.**
- **Once DOT has received the “POC Registration Information” form and participant information, the DOT Army Account Manager will contact the POC and arrange for purchase and distribution of fare media, as applicable.**
- **For locations not using the DOT fare media distribution process, the POC must process the applications and submit them to the DA Program Manager. The POC must also ensure that the applicant is informed about how to complete the SF 1164.**



- **What if there is only one DA employee at an installation who is interested in the MTBP?**
 - **Employees in this situation have several options.**
 - **The employee may seek the closest and most convenient participating Installation POC for registration. This may be a neighboring Army installation, or another Service installation. In some Joint Commands, the POC may be a Navy or Air Force representative. Army employees may apply for the program thru either Army or non-Army POCs.**
 - **The employee may contact the DA Program Manager directly to apply for and participate in the MTBP. The DA program manager will verify the applicant's eligibility and act as liaison with DOT. DOT will send fare media directly to the employee.**
 - **If DOT cannot provide fare media at the employee's location, the employee may use the SF 1164 reimbursement process.**



- **What if I have more questions?**
 - **Check with your installation POC**
 - **Consult the Army's MTBP website at:**
<http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>
 - **Consult the “MTBP Program Policy, Procedures and Guidelines” found on the website**
 - **Contact the DA Program Manager (click on the Army MTBP email icon on the website)**